

FIRE CAPTAIN

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of volunteer firefighting personnel, apparatus, and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief. This class ranks immediately below the class of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises driving of apparatus to the fire scene, performs size-up and directs equipment positioning. Sets up a perimeter for crowd and traffic control and maintains communications between the fire scene and other authorized personnel. Directs emergency scene operations until relieved by superior officer and serves as fire safety officer until relieved of command. Supervises subordinate employees as they handle hazardous materials, perform search and rescue, provide emergency medical assistance, perform salvage work, and overhaul operations. Responds to changes in fireground conditions and operates breathing apparatus. Directs forcible entry operations, ladder operations, ventilation, and hose operations. Recognizes fire exposures, applies the appropriate fire stream, and uses portable fire extinguisher. Performs truck and pumper operations, and utilizes water supplies from various sources. Performs and supervises automatic sprinkler system and standpipe support. Oversees salvage and overhaul operations, identifies hazardous materials, and provides for the needs of firefighters and other emergency personnel at the scene of an incident. Coordinates activities of fire fighting personnel and law enforcement personnel at the scene.

Drives emergency vehicles to and from the emergency scene, notifies dispatcher to call for additional emergency help if needed, and provides emergency care to the sick or injured. Remains proficient in current emergency medical techniques, obtains a drug history on patients, and insures that accurate emergency medical services records are maintained.

Manages department operations for one shift and recommends

management objectives for the department. Participates in the research and planning for the department and coordinates work with other related agencies, such as law enforcement. Monitors local conditions which may become safety hazards and briefs incoming captain on all pertinent activities that happened on shift.

Delegates authority to subordinates for the more effective operation of the department, assigns work areas to subordinates, and provides assistance in technical areas of work. Supervises the appearance of both equipment and department personnel, reviews reports written by subordinates, and evaluates work performance. Counsels employees who are experiencing work problems, conducts corrective interviews, and recommends disciplinary action to the appointing authority. Performs informal training for new employees and conducts drills and evolutions. Conducts classroom training and serves as a consultant for volunteers within the department or in surrounding areas. Provides for the maintenance of department records, and completes assigned paperwork, such as payroll records and NFIRS reports.

Directs tests of fire department apparatus, inspects apparatus for proper maintenance, and scrutinizes station facilities to ensure compliance with department standards. Reports any problems with fire department property and provides for the repair and maintenance of any department assets. Maintains inventory of supplies and equipment, and makes recommendations on major departmental purchases.

Oversees pre-fire planning inspections, including inspecting homes, commercial business, public assemblies, and schools for any fire hazards or safety violations. Ensures that evidence of arson is secure on the fire scene, maintains the chain of custody, questions any witnesses, and assists arson investigation personnel. Testifies in court when required.

Makes fire prevention presentations, conducts group tours of the department, and participates in community projects to boost public relations for the department.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least three (3) years experience with a paid fire department.